

## CHAPTER 203. CERTIFICATE/RENEW DESIGNATED AIRWORTHINESS REPRESENTATIVE

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance*: 3516, 3518

B. *Avionics*: 5516, 5518

**2. OBJECTIVE.** This chapter provides guidance for the issuance, renewal, amendment, and termination of certificates of authority for Designated Airworthiness Representatives (DAR) and Organizational Designated Airworthiness Representatives (ODAR).

**3. GENERAL.** Title 14 of the Code of Federal Regulations (14 CFR) part 183 provides for the appointment of individuals to act as representatives of the Administrator. FAA Order 8100.8, Designee Management Handbook, describes the application procedures, authority of DARs/ODARs, and provides procedures for designation, denial of application, and termination of designations.

A. DARs may be individuals or appropriately rated organizations. Any qualified individual may apply to the National Examiner Board (NEB) for determination of eligibility. Upon determination of need, a district office will select a candidate DAR from the list of qualified applicants furnished by the NEB. Upon selection, a candidate will be appointed as a DAR by the regional office (RO).

B. ODARS are organizations. Upon determination of need, a district office may accept application from qualified organizations for selection as ODAR. Upon selection, a candidate will be appointed ODAR by the RO.

C. ODARS and DARs authorized to perform maintenance functions may issue certifications and approvals based on privileges contained in FAA Order 8100.8.

**4. ELIGIBILITY REQUIREMENTS.** General eligibility requirements are listed in FAA Order 8100.8.

**5. LIMITATIONS.** All functions are to be performed only within the limitations of the authority delegated, as specified on the certificate of authority.

**NOTE: Aviation safety inspectors must stress the importance that designees function within the limitations of their authority.**

A. DARs may not, under any circumstances, issue airworthiness certificates or approvals contrary to 14 CFR or FAA-established methods, techniques, and practices.

B. Designees will perform their authorized functions only within the geographic boundaries of their managing office unless they have received geographic expansion authority. Refer to Order 8100.8 for geographic expansion authority guidance.

C. Designees may not further delegate authorized functions.

**6. FOREIGN DESIGNEES.** The FAA may appoint DARs who are not U.S. citizens and/or who reside in a foreign country. However, the appointing office must first determine that there is no undue burden placed upon the FAA.

#### 7. DURATION AND RENEWAL OF CERTIFICATES.

A. DAR authorizations may be renewed for a period of time not exceeding 3 years. ODAR authorizations may be renewed for a period not exceeding 5 years. Requests for renewal must be in written form and include documentation as required in FAA Order 8100.8.

B. As a requirement for renewal and continued authorization, designees must attend a DAR Standardization Recurrent Training Course every 24 months.

**8. VOLUNTARY SURRENDER AND TERMINATION.** The authorization must be terminated when any of the following occur:

- The designee has not exercised or properly performed the duties of the designation
- A mechanic or repairman certificate held by the designee is suspended, terminated, or revoked
- The designee makes a written request for termination
- The managing office determines it no longer has the resources to oversee the delegation
- The designee fails to maintain an appropriate activity level.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites.

- Knowledge of 14 CFR parts 21, 43, 91, and 183
- Knowledge of applicable certification and inspection requirements for the function codes assigned.
- Successful completion of Airworthiness Inspector's Indoctrination Course for General Aviation and Air Carrier Inspections, or previous equivalent
- Formal training (Designee Initial Standardization, and Designee Recurrent Standardization courses)

*B. Coordination.* This task will require coordination with regional Flight Standards District Offices (FSDO).

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References (current editions):

- Order 8130.2, Airworthiness Certification of Aircraft and Related Approvals
- FAA Order 8130.33, Designated Airworthiness Representative Application
- FAA Order 8100.8, Designee Management Handbook

#### B. Forms:

- FAA Form 8000-5, Certificate of Designation
- FAA Form 8110-28, Application and Statement of Qualifications

#### C. Job Aids. None.

### 3. PROCEDURES.

**NOTE: The RO is the authority for the issuance of delegations.**

*A. Evaluate and Select a DAR Applicant.* NEB accepts and evaluates applications from applicants, creates and maintains a national designee candidate pool, and at the request of a managing RO, refers applicant files for selection. The RO is responsible for evaluating, selecting, and notifying the applicant. This responsibility may be delegated to the local FSDO/International Flight Office (IFO).

(1) Upon determination of need, the managing RO will request applications of eligible candidates from the NEB.

(2) After reviewing the applications of the three most qualified applicants in the geographic area, the managing RO may select a candidate or reject them all.

(3) A managing RO that has declined all three applicants referred by the NEB may not request further referral for a period of 6 months.

(4) Upon selection of an applicant the RO, or delegated FSDO/IFO, is responsible for notifying the applicant directly. Sample letters may be found in FAA Order 8100.8B, appendix 7, figures 3 and 4.

(5) The managing office will assign a designee authorizations number, establish initial orientation, complete information in the Designee Information Network (DIN) database and update the Vital Information Subsystem (VIS).

*B. Evaluate and Select an ODAR.* Applications for ODAR appointment are submitted to the managing RO on FAA Form 8110-28 and must meet the requirements of FAA Order 8100.8B, paragraph 1408. The RO is responsible for evaluating and selecting ODARS and directly notify of the applicant. This responsibility may be delegated to the local FSDO/IFO.

(1) Upon selection of an applicant the RO or delegated FSDO/IFO is responsible for notifying the applicant directly. Sample letters may be found in FAA Order 8100.8B, appendix 1, figures 3 and 4.

(2) The managing office will assign a designee authorizations number, establish and maintain a file for the designee, accomplish initial orientation, complete information in the DIN, and update the VIS.

**4. TASK OUTCOMES FOR MANAGING OFFICES.**

A. *Complete PTRS.* Enter PTRS data.

B. *Complete the Task.* Successful completion of this task will result in one of the following:

(1) *Approve the Application.* Inform the applicant of the appointment in writing.

(2) *Deny the Application.* In writing, inform the applicant of the denial and the reasons for the denial.

**5. FUTURE ACTIVITIES.** Routine surveillance.